



## CHAPTER 5

### UNACCOMPANIED PERSONNEL HOUSING AND TEMPORARY LODGING FACILITIES

#### A. UNACCOMPANIED PERSONNEL HOUSING (UPH)

##### 1. General

a. Living quarters are people's homes. They should be attractive and comfortable. This standard together with the minimum quantitative standards in Table 5-1 shall determine whether quarters are acceptable or substandard. The minimum standards of acceptability shall apply worldwide.

TABLE 5-1

MINIMUM STANDARDS OF ACCEPTABLE SPACE AND PRIVACY, EXISTING INVENTORY		
<u>Construction Criteria:</u> For unaccompanied personnel housing approved and constructed, or upgraded by major renovation, under criteria exceeding the standards below, the construction criteria are the minimum standards for the facility.		
<u>Transient Quarters:</u> The DoD Components, or designee, shall establish minimum standards of acceptable space and privacy which are not greater than for permanent party personnel and not less than shown below for transient personnel.		
Grade	Minimum Standards	
	Transient Personnel	Permanent Party Personnel and PCS Students
<u>Officers and civilians:</u>	250 square feet net living area private room; private bath.	
<u>W-3 - W-5, O-3 and above;</u>		400 square feet net living area living room; bedroom; private bath; access to kitchen or officers dining facility receiving appropriated fund support.
<u>O-1,O-2, W-1 - W-2</u>		250 square feet net living area: sleeping/living room; private bath.

TABLE 5-1 (Continued)

MINIMUM STANDARDS OF ACCEPTABLE SPACE AND PRIVACY, EXISTING INVENTORY		
Grade	Minimum Standards	
	Transient Personnel	Permanent Party Personnel and PCS Students
<u>E-7 - E-9:</u>	250 square feet net living area: private room; bath shared with not more than one other.	270 square feet net living area; private room; private bath.
<u>E-5 - E-6:</u>	135 square feet net living area: private room; bath shared with not more than one other.	— 135 square feet net living area: private room; bath shared with not more than one other.
<u>E-1 recruits</u>	72 square feet net living area open bay; central bath.	72 square feet net living area open bay; central bath.
<u>Other E-1; E-2 - E-4:</u>	90 square feet net living area: not more than four to a room, except in open bay; central bath.	90 square feet net living area: not more than four to a room, central bath.
<p>The net living area of a private room or suite is measured from the inside face of the peripheral wall and includes all such enclosed, unshared spaces and partitions. The net living area in a shared room comprises the clear area in the sleeping room allocated for an individual's bed, locker, and circulation; it excludes lounges, bathrooms, hallways, storage area designated for military mobility and/or field gear or equivalent. In open bay, net living area is one equal share per person. The open bay comprises all within the peripheral walls.</p>		

b. Smoking and nonsmoking preferences shall be honored when assigning individuals to living quarters. (See DoD Directive 1010.10, reference (zz).)

c. For UPH purposes, this Manual groups enlisted grades, as shown in Table 5-1, above. The Military Services may realign E-4s (with the group that includes E-5s) and E-6s (with the senior group), as warranted by similarity of responsibilities.

## **2. Permanent Party Accompanied Personnel Housing**

a. The installation commander is responsible for assignment priorities to permanent party UPH within the following basic guidelines:

(1) Priority 1. Personnel who must occupy quarters for reason of military necessity.

(2) Priority 2. Permanent party personnel, including PCS students, with no dependents, and involuntarily separated personnel.

(3) Priority 3. All other personnel, including voluntarily separated personnel, with occupancy on a space-available basis.

b. The installation commander shall determine priorities for Reserve and National Guard personnel undergoing training, foreign military personnel, Coast Guard, and nonmilitary uniformed personnel of the U.S. Public Health Service and the National Oceanic and Atmospheric Administration.

c. Three meals a day shall be available at convenient times and locations, including meals for occupants with irregular work hours or without personal transportation.

d. Occupancy of acceptable or substandard UPH by permanent party personnel in grades E-7 and above is voluntary only for a member who does not have dependents anywhere (37 U.S.C. 403(b), reference (t)), except for reasons involving military necessity. Military Departments may extend voluntary occupancy to personnel in grade E-6 with no dependents.

e. As a means of meeting unaccompanied enlisted personnel housing requirements, efforts will be made to use acceptable underutilized space at installations within an acceptable distance.

f. A minimum of 125 cubic feet of storage space should be provided for each barracks occupant, but barracks shall not be rated substandard for failure to satisfy that goal.

g. The installation commander may maintain "excess" acceptable UPH in active status for the purpose of providing extra space and privacy to Priority 1 and 2 personnel. Implementation of this authority shall conform to the following conditions:

(1) All Priority 1 unaccompanied personnel are accommodated.

(z) All Priority 2 personnel who are subject to mandatory UPH assignment are in fact assigned.



(3) Any other Priority 2 personnel, who want UPH, are accommodated.

### **3. Transient Unaccompanied Personnel Housing**

a. Personnel staying in transient quarters should have the same quality of furnishings, facilities, and services as they would have in a good quality, mid-level hotel. Managers are required to familiarize themselves with prevailing standards for such hotels and/or motels.

b. The qualitative criteria in subparagraphs A.3.a. and A.3.j. together with the minimum quantitative standards in Table 5-1 shall determine whether quarters are acceptable or substandard. The minimum standards of acceptability shall apply worldwide. \_\_\_\_

c. Civilian and military personnel traveling on official orders to a military installation (and intermittent employees referred to in 5 U.S.C. 5703 (reference (aaa))) shall receive no payment for lodging related expenses when acceptable transient UPH is available but not occupied, except when use of Government quarters has been determined impractical, would adversely affect the performance of the assigned mission, or for civilian employees when duties shall require travel more than half of the fiscal year. (See subparagraph A.3.d., below.) Certificates of nonavailability shall not be issued to DoD personnel when acceptable transient housing is available, except as provided in subparagraph A.3.d below.

#### **d. Use of Transient UPH Not Required**

(1) Military and civilian personnel on official business to a particular city and not to a DoD installation shall not be required to commute from the nearest DoD installation having available housing.

(2) Personnel TDY to a DoD installation shall not be required to use quarters at another installation unless the installation commander determines the other installation is so close--and the proximity is comparable to commercial lodging--that it is reasonable for visitors to commute from there. Installations requiring such commuting must be linked by a reservation system that does not require multiple calls on the part of travelers, and the quarters must be comparable to good quality hotels, including private baths for E-7 and above.

(3) The installation commander or designee at the TDY or delay point may determine that use of Government housing is impractical, or the order-issuing official or the traveler's commanding officer (or designee) may determine that use of Government housing would adversely affect the performance of the assigned mission.

(4) Civilian personnel who are required to travel on official duty in excess of 50 percent of the time during a fiscal year shall not be required to occupy Government-controlled housing at the TDY station. (See 10 U.S.C. 1589, reference (bbb).)

**(5) Persons with disabilities shall not be required to occupy Government-owned or -controlled housing at the TDY station if there is no available housing that is accessible to and usable by persons with disabilities.**

**e. Civilian and military personnel traveling as teams shall receive similar quarters. However, officer and civilian acceptability standards shall not apply to enlisted personnel in a student or training status or attending training conferences, meetings, seminars, or similar nonoperational functions.**

**f. Civilian employees on official duty and billeted in Government-owned quarters are authorized to use exchanges to buy items incidental to their TDY, food services (convenience stores and Government dining facilities), and recreational facilities owned, operated, or under the jurisdiction of the Department of Defense at the TDY location.**

**g. For personnel neither on TDY nor traveling as guests of the Armed Forces, the limit for transient UPH occupancy is 30 days, except in cases of personal hardship or military necessity. Under circumstances of personal hardship or military necessity, the installation commander may grant extensions on a case-by-case basis.**

**h. Occupancy of transient UPH does not preclude payment of BAQ to service members otherwise eligible provided:**

**(1) The occupancy occurs while such member is in a duty or leave status incident to a PCS and occupancy does not exceed 30 days. (See E.O. 11157 and the DoD 7000.14-R, Volume 7, Part A (references (ccc) and (ddd))).**

**(2) The installation commander has granted an extension of the 30 days' occupancy limitation in cases of personal hardship or military necessity.**

**(3) That occupancy occurs while such member is in a leave status not incident to a PCS and does not exceed 7 consecutive days. (See E.O. 11157, reference (ccc)).**

**(4) The service member occupying UPH is drawing BAQ at the with dependent rate and is not accompanied by dependents. (See DoD 7000.14-R, Volume 7, Part A, reference (ddd).)**

**i. Service charges shall be established to cover the cost of (1 ) amenities not available from appropriated funds, (2) other transient UPH purposes per DoD Directive 1015.6 (reference (eee)), and (3) maid and custodial services. Such charges may be used to help defray the costs of upgrading housing services used for transient personnel, including installation of telephones, televisions, decorations, and other amenities comparable to commercial hotel and motel accommodations. Funds so generated shall be used to support transient unaccompanied personnel housing.**

**j. The following services and supplies are required for acceptability in all transient unaccompanied personnel housing rooms: television, message service, and wake-up service or alarm clock; daily maid service, including making beds, cleaning bathrooms, emptying trash**

containers and ashtrays, dusting and vacuuming, and changing towels, washcloth(s), and drinking glass(es), and replenishing soap and tissues; and fresh bed linens provided at least once weekly, and upon departure of guests.

k. Installation commanders may contract for transient off-base commercial quarters for TDY military personnel and civilian employees if the unit cost for the quarters is less than the lodging portion of the local per diem allowance. Commercial facilities for which reduced rates have been contracted are considered Government quarters for assignment purposes. The cost of contract quarters shall be charged to travel and maybe paid by the host installation or the traveler. Military personnel and DoD civilian employees receiving TLA or otherwise eligible for transient UPH or TLFs on a space-available basis may occupy contract quarters at their own expense. Availability of transportation shall be considered in the acquisition of contract quarters.

**1. The DoD Components shall establish advance reservation systems.**

(1) The advance reservation system must provide personnel with predeparture information on the availability of acceptable Government housing at the TDY site. The system must be capable of responding in sufficient time (at least 15 days in advance) for the traveler to make other arrangements for lodging, if necessary. Travelers with reservations may be required to confirm their intentions.

(2) If, within 2 days before departing on TDY or within 15 days before arrival (whichever is first), a traveler attempts to make reservations and is told that no rooms can be confirmed as available for the entire duty period, then at the discretion of the command issuing the traveler's TDY orders, the host installation shall:

(a) Issue a certificate of nonavailability to the traveler on request after arrival; or

(b) Reserve a room for a period less than the TDY assignment.

m. Availability of Transient UPH. The following personnel may occupy transient UPH:

(1) On a Confirmed Reservation Basis. All TDY DoD personnel; PCS military personnel with or without family members, or family members alone, when TLFs or permanent quarters are not immediately available; Reserve component personnel on a special tour of active duty or on active duty for training and during periods of scheduled inactive duty training at an installation; DoD sponsored TDY foreign nationals; family members of service members on medical TDY orders; and guests of the Armed Forces as determined by the installation commander.

(2) On a Space-Available Basis. Nonmilitary uniformed personnel of the U.S. Public Health Service and National Oceanic and the Atmospheric Administration, foreign military personnel, and U.S. Coast Guard, when authorized by the installation commander; and retirees, military personnel on leave, and relatives or guests of military personnel assigned to

the installation when TLFs are not available. Occupants shall pay a charge in accordance with Chapter 6.

4. New Construction. DoD 4270.1-M and MIL-HNBK-1 190 (references (b) and (c)) provide guidance for design of new UPH. They set maximum allowable square feet per occupant under 10 U.S.C. 2856 (reference (fff)).

5. Major Renovation. In major renovation projects, new construction guidance shall be considered and applied as local circumstances permit. The projects shall not exceed the maximum square footage allowances, per person, that apply to new construction.

## **B. DETERMINING UPH REQUIREMENTS AND SUBMITTING PROPOSED PROJECTS**

### **1. Unaccompanied Personnel Housing Requirements**

a. Permanent Party. Programming considers the housing requirements, off base plus on base, of all unaccompanied permanent party personnel assigned to the installation and eligible for permanent assignment to UPH, except for the following:

(1) Those for whom family housing is programmable.

(2) Those assigned duty in CONUS, Alaska, or Hawaii, who would be programmable for family housing if they had not elected to be unaccompanied by dependents for reasons other than availability of housing at the permanent duty location.

b. Transient. The housing requirements of the average daily number of TDY and other transient personnel eligible for TOY quarters on a confirmed reservation basis are programmable, except those whose eligibility is conditional on TLF nonavailability. Transients eligible on a space-available basis are not programmable.

c. DoD Component Guidance on Personnel Strengths and Categories. The DoD Components shall ascertain the current and programable long-range personnel strengths, and PCS or TDY status, of all units. They shall determine the family and/or UPH programmability of personnel in exceptional duty categories.

d. Projected Housing Requirement. The projected requirement shall be the programmable portion of long-range personnel strengths from the Service's planning documents.

### **2. Unaccompanied Housing Assets.** Projected assets shall include the following:

a. Capacity of Existing Acceptable UPH. The maximum number of personnel that could be housed in existing acceptable UPH based on projected occupant grades and Table 5-1, above. Include permanent party, transient, active, inactive, and diverted UPH.

b. Upgradable UPH. The maximum number of personnel who could be housed in upgradable permanent and transient UPH, including currently diverted and inactive upgradable UPH. That number shall reflect the capacity of those UPH units after they are upgraded to

acceptability standards, based on projected grade ratios of those to be housed and the standards in Table 5-1, above.

c. UPH Under Contract/Approved. The maximum number of personnel who could be housed in approved UPH based on project justification and new construction criteria for space and privacy.

d. Projected Private Community Assets. Private community assets shall be projected using those community housing acceptability and market analysis criteria in Chapter 2, above, that are applicable to unaccompanied personnel. The following additional guidance shall apply:

(1) Criteria for Acceptable Size. The dwelling is a potential asset if, as follows:

(a) It is unshared and meets the minimum space standards in Table 5-1, above; or

(b) It provides the Service member a private bedroom, and that member's total area (private space plus proportionate share of common areas) meets the minimum space standards in Table 5-1, above.

(2) Market Analysis. Consideration of existing housing shall include the following:

(a) Acceptable private community housing occupied by current permanent party personnel. The unacceptability of any housing units shall be demonstrated case-by-case or by statistically valid survey.

(b) Currently vacant acceptable rental housing available to unaccompanied personnel.

3. Projected Housing Deficit. A deficit (or surplus) is determined by identifying and comparing projected requirements and assets. Officer and enlisted data should both be developed since conversion of assets maybe appropriate. Personnel and private community housing information should be consistent with installation family housing requirements information. Projected deficits are the basis for programing new construction or other acquisition.

4. Projected Essential Personnel. If the essential personnel deficit (i.e., essential unaccompanied personnel minus on-the-installation assets) is larger than the standard deficit (total unaccompanied personnel minus total assets), then it maybe used instead of the standard deficit. Total assets (used to calculate a standard deficit) include otherwise acceptable community housing occupied by essential personnel. An essential personnel deficit should be identified as such in a project proposal.



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5. Project Proposals. DoD Components shall submit UPH project proposals, with annual budgets, to the Office of the DoD Comptroller. Those include projects for new construction,, repair, improvement, major renovation, and replacement of existing UPH.

a. Requirement, asset, and deficit data are used to do the following:

(1) Revalidate approved projects before construction.

(2) Justify projects to be included in the annual Military Construction Program. (See DoD Instruction 7040.4, reference (ff).)

(3) Validate projects in the Future Years Defense Program. (See DoD Instruction 7045.7, reference (ggg).)

(4) Support proposals to amend the Future Years Defense Program.

b. Upgrade projects are supportable if assets do not exceed requirements; a deficit is not required. When UPH exceeds the minimum standards yet is substantially below new construction criteria or standards, modernization or upgrade projects maybe programed.

#### **C. TEMPORARY LODGING FACILITIES**

1. The following personnel may occupy TLFs:

a. On a Reservation Basis. PCS active duty military members and/or their dependents temporarily without permanent housing; PCS DoD civilian personnel with dependents, or dependents alone, outside the Continental United States and temporarily without permanent housing; families, relatives, and guests of hospitalized service members or their dependents; active and retired military personnel and family members undergoing outpatient treatment at a medical facility, and who must stay overnight in lodging; and official guests of the installation as determined by the installation commander.

b. On a Space-Available Basis. PCS DoD civilian personnel with or without dependents in CONUS; TDY service members and TDY DoD civilian personnel, and UPH is not available; Reserve component personnel on a special tour of active duty or on active duty for training and during periods of scheduled inactive duty training at an installation, and UPH is not available; retired service members with or without dependents; members of the United States Coast Guard, Public Health Service, and National Oceanic and Atmospheric Administration; service members on leave not incident to PCS, with or without dependents; and relatives and guests of service members assigned to the installation.

2. TLFs maybe occupied only on a charge or service fee basis.

3. TLFs may be occupied for Up to 30 days. Installation commanders maY grant extensions beyond 30 days on a case-by-case basis. Occupancy does not prevent payment of BAQ to a service member otherwise eligible, provided the requirements of subparagraph A.3.h., above, are met.

4. TLFs shall be provided on an equal basis, regardless of rank, race, color, religion, national origin, gender, familial status, or handicap.

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5. DoD Components are authorized to lease, convert other buildings to, contract for or construct TLFs to reduce the above hardships and inconveniences.

6. Projects for TLF construction, acquisition, conversion, or lease using appropriated funds shall be approved in accordance with DoD Instruction 7040.4 (reference (ff)). Projects using nonappropriated funds shall be approved by the Head of the DoD Component, or designee, and reported in accordance with DoD Instruction 7700.18 (reference (hhh)).

7. Funding of the construction, acquisition, lease, operation, and maintenance of TLFs shall comply with DoD Directive 1015.6 (reference (eee)).

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